

## JOB DESCRIPTION

### ACCOUNTS PAYABLE AND CONTRACT ADMINISTRATION COORDINATOR

---

**Classification:** Clerk R15

**Position Number:** 00125615

**Supervisor title:** Manager, Budget & Financial Operations

#### WHO WE ARE

The Representative for Children and Youth (RCY), an independent and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. Working under the authority of the [Representative for Children and Youth Act](#) and [Regulations](#), the Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services for children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

We aspire to a legacy where children, youth, young adults and families served by the child and family serving systems receive **timely, appropriate and compassionate support and services** that they need, when they need it. We dream of a Province where all children and families thrive and where experiences of **stigma, shame, judgment and racism** have been eliminated.

RCY is committed to being a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns and bright spots. We are committed to relationship, respect, reciprocity, relevance, responsibility and repair. We are guided by the principles of cultural safety, anti racism, we are a highly connected organization known for upholding rights and being respectful, responsive, responsible, reciprocal and a good ally. As Nations and communities work towards resumption of jurisdiction, RCY is appreciated for what we do and how we do it; we seek direction from and accompany those on their journey in a supportive way.

As a key member of the finance team and reporting to the Manager, Budget & Financial Operations, the Accounts Payable and Contract Administration Coordinator provides a variety of financial support services (including accounts payable and contract administration) and coordination of financial operations of the office.

In addition to accounts payable and contract administration responsibilities, the Accounts Payable and Contract Administration Coordinator contributes to their group on a broader level by demonstrating growth in the office's foundation, leadership and technical competencies. Work will involve coordination within the office.

## **ROLE ACCOUNTABILITIES**

- Provides financial support such as monitoring expenditures, coding and processing refunds/recoveries, journal vouchers, invoices, reconciling corporate credit card expenditures and administers the petty cash accounts.
- Reviews and completes financial data entries to process payments and ensures completeness of supporting documentation for timely payments to existing and new contractors, vendors and suppliers.
- Oversees and monitors office processes to ensure adequate accountability through audit trails, financial controls and records management.
- Assists with fiscal year end management, including compiling accruals and producing appropriate adjustments as warranted.
- Reviews and reconciles the monthly financial management reports for actual expenditures, assets and liabilities and analyses variances.
- Responds to and resolves complex and sensitive payment and/or accounts receivable issues involving communication with staff, contractors and/or outside agencies.
- Coordinates revenue management processes including depositing cheques and reconciling office bank accounts.
- Coordinates the corporate credit card program for the office, including ordering, issuing and tracking card usage and providing information to staff on appropriate card usage.
- Prepares training materials and trains employees on the rules and regulations pertaining to travel expenses, the Office's Business Travel Account (BTA) and use of the government travel and credit cards, assists with problem management related to credit card and travel card use.
- Provides contract administration services by acting as a contract administrator by updating draft agreements with specific contract terms, following agreed upon procedures and tracking expenditures while ensuring processes adhere to government policy and identifying and recommending resolution to contract management issues.
- Develops accounting procedures and techniques to ensure compliance with government policies and requirements.
- Searches, verifies and assesses accuracy of information and processes and resolves or escalates problems.
- Provides information on financial policy, procedures and controls.
- Exercises authority as a qualified receiver for the purchase of goods and services.
- Supports best practices in procurement and payment processing.

## **QUALIFICATIONS**

### **Education**

- Secondary school graduation or equivalent combination of education and work experience.

### **Experience**

- A minimum of two (2) years of recent experience (within the last five (5) years) processing accounts payable in BC provincial government using CAS (Corporate Accounting System).

## Knowledge, Skills & Abilities

- Working knowledge of BC provincial government financial policies, procedures, and finance forms.
- Ability to efficiently code, process store, track, and retrieve records and information in a timely manner, ensuring compliance with established policies and procedures.
- Proficient in using Microsoft Office Suite (Outlook, Word & Excel) and Acrobat Adobe applications.
- Demonstrated ability to deliver exceptional service, emphasizing accuracy, dependability, promptness, and strong interpersonal connections.
- Ability to prioritize tasks and manage multiple responsibilities in a dynamic setting with shifting priorities.
- Ability to communicate effectively.

Please review the job posting on [RCY's careers page](#) for details regarding preferences and other specific requirements for this position.

## COMPETENCIES

### RCY Competencies

**Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people and people of all cultures. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

**Self-Discovery and Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour – and then intentionally seeking a way forward that positively impacts the interaction and relationship.

**Building a trust-based relationship** requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

### Position Specific Competencies:

**Service orientation** implies a desire to identify and serve customers/clients, who may include the public, coworkers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**Planning, organizing and coordinating** involves proactively planning, establishing priorities and allocating resources. It's expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

**Commitment to continuous learning** involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

**For more information on competencies:**

[Competencies for Interviews & Hiring - Province of British Columbia](#)

[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)